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CONFIDENTIAL

PROCEDURE FOR USE OF MULTILITH MATS IN CONTROLLING AND INDEXING CURRENTLY-RECEIVED INTELLIGENCE DOCUMENTS

Questions arising in the operation of this procedure can be referred to [redacted] Chief, Machine Methods Branch, OCD, Room 1325, "M" Bldg., [redacted] Any of the individuals listed in the left margin may be consulted when the question relates to his operation. 25X1 STAT 25X1

Incoming Clerk
Dist. Div.
Library, OCD
Room 1048
[redacted] STAT

1. Receives documents (usually received in four copies).
2. Sorts documents by source.
3. Sorts out unclassified and restricted State Department documents.
4. Stamps disposition on copies of the IAC documents.
5. Sorts CIA-produced reports by security classification; separates those of different classification by insertion of a blank page of appropriately classified and colored paper.
6. Assigns a batch number for a group of approximately twenty documents; places batch number, day's date, and type of documents on batch control sheet. (See Exhibit I
7. Assigns a CIA number to all IAC documents.
8. Stamps CIA number on batch control sheet at time document is stamped with CIA number. (Copies source number onto batch control sheet in case of CIA-originated reports.)
9. Attaches batch control sheet to batch of documents.
10. Marks batch envelope with rubber route stamp and inserts batch number and source of document.
11. Places documents with attached control sheet into envelope; fastens envelope to hold documents in the envelope.

Typist
Dist. Div,
Library-OCD
Room 1425
[redacted] STAT

1. Removes documents from batch envelope.
2. Types batch number only at top of first mat in the machine.
3. From [illegible] of the document, types pertinent information onto second and succeeding multilith mats in the machine, following directions set forth in "Instruction for Working With Multilith Mats".

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4. Separates typed mat from fanfold of mats and places in same sequence as related document.

5. Proofs typed multilith mat with related document for typographical and transcription errors.

6. Makes corrections if needed.

7. Writes batch number on each mat with multilith pencil or pen to indicate that mat is correct.

8. Insures that mats and related documents are arranged in the same sequence.

9. Places batch of documents together with packet of related typed mats into appropriate batch envelope, secures envelope--cross name off routing guide--place in outgoing box.

Reader
Liaison Br.,
OCD

State-Misc:
Room 1418
[redacted] STAT

Army-Air:
Room 1422
[redacted] STAT

CIA-Navy:
Room 1430
[redacted] STAT

1. Removes batch of documents and packet of mats from envelope--places batches of documents and mats on desk in front of reader with related documents and mats face up.

2. Reads document.

3. Indicates distribution on related multilith mat in distribution ladder shown at middle of mat. (If written notations are made, confine writing to writing area--within inner vertical guide lines, to the left of "ORE DISTR", and within three-quarters of an inch from bottom of distribution ladder. If additional space is needed, notations can be made in any blank space which may exist above the distribution ladder and below the pagination line of the bibliographic statement.)

4. On CIA reports indicates total number of copies to be distributed immediately after date received on control line which is immediately above the distribution ladder.

5. Indicates need for reproduction.

6. Indicates need for abstracting. (See memorandum from Chief, Library, as to abstracting criteria.)

7. Indicates if document should <u>not</u> be indexed. (If document deals <u>wholly</u> with biographic information and the Biographic Register is included in the distribution, "nodex" should also be checked to prevent duplicate indexing of the document.)

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8. If document relates to an outstanding RD, places RD number above distribution ladder, if it is not shown. Prepares RD section of document receipt to direct transmission of material to requester (non-ORE) and attaches receipt to document.

9. If document relates to a five-thousand series RD, route first to Library, Reference Division. Indicate this by writing "Ref" after "Lib" in the distribution ladder.

10. If need arises to hold up a document prior to determination of distribution or to remove a document from the batch for expedite handling, removes document and related multilith mat from their respective batches and records action in notation column of batch control sheet opposite document number. When question has been resolved, adds document and related mat to the bottom of a subsequent batch of documents from the same source and indicates action on batch control sheet by adding CIA control number of document to list of numbers on the sheet and noting number of batch from which document had been removed in the notation column.

11. Initials mats immediately above distribution ladder following typist's initials.

12. Insures that batches of documents and related mats are in same sequence.

13. Places batch of documents and packet of mats into appropriate batch envelope, secures envelope--crosses name off of routing guide--places in outgoing box.

Allocator ORE
Info. Cont.
Div. 1.
Room 1041

[redacted] STAT

1. Removes batch of documents and packet of mats from envelope--place in front of allocator with related document and mat face up.

2. Reads document.

3. Indicates ORE distribution on related multilith mat in position designated on the lower right-hand corner of the distribution ladder, confining writing to within three-quarters of an inch from the bottom of the distribution ladder.

4. When document relates to an ORE RD or P&P, obtains allocation from RD control desk.

5. When the item is processed by standard distribution desk, indicates "Std. Dist" on multilith mat.

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6. If need arises to hold up a document prior to determination of distribution, removes document and related multilith mat from their respective batches and records action in notation column of batch control sheet opposite document number. When question has been resolved, adds document and related mat to the bottom of a subsequent batch of documents from the same source and indicates action on batch control sheet by adding CIA control number of document to list of numbers on the sheet and noting number of batch from which document had been removed in the notation column.

7. Insures that batch of documents and packet of related mats are in the same sequence.

8. Places batch of documents and packet of related mats into appropriate batch envelope--secures envelope--crosses name off of routing guide--places in outgoing box.

Control Clerk
Mach. Methods
Branch, OCD
Room 1329

[redacted] STAT

1. Removes packet of mats from batch envelope. (Only mats will be received for CIA reports. These batches receive priority processing.)

2. Insures that mats and documents are in the same sequence. (This does not apply to mats for CIA items)

3. Checks mats to be sure OCD and ORE distribution appear on mats.

4. Tears perforated guide edges off both sides of mat.

5. Prepares a tab index card with batch number on it and attaches to batch of mats.

Offset Printer
Machine Methods
Branch, OCD
(Consult Control
Clerk)

1. Places two batches of mats face down on table; places mats on offset press with the bottom mats of two packets being printed first. (These mats are the ones bearing the highest CIA number and/or those listed last on the batch control sheet.)

2. Reproduces 20 control slips from the mat--places a colored slip on top of the last control slip reproduced from one mat to separate slips run off of one mat from the succeeding one. When all mats from one batch which contain pertinent bibliographic information are run, places the first mat of the batch (the one bearing only the batch number) on top of the batch of control slips. Reproduces 30 control slips from the mat when it relates to an OO/B report.

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3. Removes batch of control slips from receiving basket of offset machine and straightens so that edges are even.

Control Clerk
Machine Methods
Branch, OCD
Room 1329

1. Insures that slips are arranged in same sequence as documents; checks to be sure reproduction is correct.

2. Places a rubber band around slips and inserts in appropriate batch envelope--secures envelope--crosses name off routing guide--places in outgoing box. STAT

Offset Printer
Machine Methods
Branch, OCD
(Consult Control
Clerk)

1. Removes mat from machine and notes if "nodex" or "abstr" is checked. If so checked, places mat in discard box. When not checked, hands mat to second offset press operator.

2. Second offset press operator places mats on second machine in the same sequence as first operator used.

3. Reproduces 5 IBM cards from the mat. Places a colored IBM card on top of the last IBM card reproduced from one mat to separate cards run off of one mat from the succeeding one. When all mats from one batch are run, place the IBM tab index card bearing batch number on top of the batch.

4. Removes cards from receiving basket of machine and places in an IBM card tray. When tray is filled, sends tray to key punch room where it is held pending receipt of batch of index codes.

Distribution
Clerk for
IAC reports
Dist. Div.
Library, OCD
Room 1049

1. Removes batch of documents and packet of control slips from the envelope.

2. Sorts copies of documents for distribution as indicated on the control slip. STAT

3. Places one slip for each item in a packet for Distribution Division control file.

4. Attaches control slips to copies of documents:- [illegible]
ORE copies:

   a. Places two slips in packet for ORE control files; keep slips in same sequence as copies of documents being forwarded.
   b. Staples two slips to "retain or destroy" copy and checks primary recipient on top slip.
   c. Staples two slips for each designated recipient to second ORE copy and checks secondary recipient.

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d. If "Std Dist" is shown, attaches only one slip for the item.

e. If "Ref" or "Lib" is indicated as secondary recipient, sends copy without slips to Library files.

f. If "d" is indicated as secondary recipient, forwards copy to ORE without slips.

g. When only one copy is received for ORE or when an ORE copy must be indexed prior to distribution to ORE:

(1) Sends one copy of control slip to Library files, marking on slip "Sent to ORE".
(2) Attaches two slips for each ORE recipient.
(3) Attaches Library Classifier's slip on top of ORE slips; stamps Library Classifier's slip with "DISTRIBUTION CENTER" to indicate need to return to distribution clerk.
(4) Holds two control slips and second copy of report (if there is one) in pending file until first copy of report is received back from the Library classifiers.
(5) When copy of report is returned, forwards copy of report which has ORE recipient's slips attached and forwards two copies of slip for ORE information control file.

h. When a CD, RD, or P&P number is shown, attaches an extra slip to one ORE copy; checks slip next to CD number. When RD is in five thousand series and distribution ladder shows 1 Lib (Ref) send document to Reference Division of Library for further transmission to CIA requester.

Library Copy:

a. Attaches one slip for classifier.
b. When document is also routed to an OCD Register or another CIA office, places an extra slip behind classifier's slip with appropriate recipient checked.

Copies for OCD Registers and/or other Offices of CIA:

a. Attaches one slip with appropriate recipient checked for all but SO; for SO attach two slips.
b. When library copy is routed to them, see step "b" above.

Copies to be Sent Outside CIA - No slips are attached.

5. When item is checked for reproduction:

a. Pulls and checks slips marked for distribution of reproduced item; places slip in tickler file.

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b. Indicates held for reproduction opposite number of item on the batch control sheet.

c. Prepares reproduction requisition and sends it to Services Branch, A&M with item to be reproduced.

d. Sends one slip for item to the Reference Division, Library, indicating on slip that item is held for reproduction.

e. When item is returned reproduced, pulls appropriate slips; attaches slips to copies and distributes as indicated on the slip.

f. Adds number of document to bottom of a subsequent batch control sheet of the same type of documents; indicates distribution of the item on the batch control sheet; adds Library Classifier copy of item and appropriate slip attached to that copy to the batch of documents.

6. Indicates completion of distribution on batch control sheet; places sheet and classifier's copies of documents into batch envelope; places rubber band around envelope; crosses name off routing guide.

Repro. and Dist. Sup'vr. for CIA reports
Dist. Div. Library, OCD
Room 1425

[redacted] STAT

1. Removes batch of documents and packet of mats from batch envelope.

2. Places mats and documents before clerk, performs the following operations for each report in the batch:

a. Inserts date on master copy of OO/B reports.

b. Checks dissemination on master copy of all reports.

c. Removes staples from SO reports which have two or more pages; tears back off ditto masters on OO reports.

d. Removes enclosures keeping in same sequence as the mats and the documents; if enclosure requires reproduction, forwards enclosure to Distribution Division Clerk; removes master of report and related mat from the batch; notes removal on batch control sheet; holds in pending file for return of enclosures; when enclosure is returned, adds report and mat to the next batch of like documents, indicating action by adding number at bottom of batch control sheet.

(Note: The mats and masters are turned over after above operations so that both batches end in the same sequence as when operation started.)

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3. Places enclosures in batch envelope and places envelope in pending file.

4. Places mats in a small envelope; marks batch number on envelope; forwards envelope to Machine Methods for reproduction of mats onto control slips; when slips are returned from Machine Methods, they are placed in batch envelope in the pending file.

5. Places batch control sheet on top of master copies of reports; forwards to ditto operator.

Ditto Operator

1. Cuts off bottom of distribution ladder on 00/B masters keeping masters in same sequence.

2. Removes batch control sheet; places face up on table.

3. Places top master on machine.

4. Notes classification and feeds through appropriately classified paper, running approximately 65 copies of 00 reports and 35 copies of SO reports.

5. Removes copies from basket of machine and places on counter on top of batch control sheet; subsequent copies are placed each on top of the last criss-crossed. Copies of the last run master will be on top of the stack.

6. Removes master from machine; places in file box.

(Note: Repeats steps 3, 4, and 5 until complete batch is run.)

Clerk

1. Takes batch of copies of reproduced reports and staples together reports with more than one page. Starts from top of batch. The last page of the report should be on top of the pack and will alert the clerk as to the number of pages in the report; the first report assembled should be placed face up on the counter; place subsequent reports on top criss-crossing and ending with batch control sheet on top of stack.

2. Removes batch envelope from pending file and matches to batch of reproduced reports.

3. Arranges batch of reproduced reports, batch of control slips, and enclosures from the batch in front of clerk. (Note: all three groups should be arranged in the same sequence.)

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4. Distributes copies of reports and control slips; attaches enclosures as indicated to copies of documents.

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DIST. DIV. FILES: Lays aside one slip for each report in every batch and sends to DIST. DIV. files.

ORE: a. Places two slips for each report for ORE control files keeps slips in same sequence as copies of documents being forwarded.

b. Staples two slips to first ORE copy and checks primary recipient.

c. Staples two slips for each(other than primary) designated recipient to second ORE copy and checks secondary recipient.

d. If "Ref" or "Lib" or "d" is indicated as secondary recipient, forwards second copy without slips.

e. When an RD or P&P number is shown, attaches an extra slip to one of the ORE copies, checks slip next to RD number. (In most cases the slip will show dissemination of an extra copy to ORE and this slip will be placed on this third copy.)

LIBRARY:

a. Send one copy of report without a slip to Library files.

b. Attach one slip to second library copy and route to classifier.

OCD REGISTERS:

a. Attach one slip with appropriate recipient checked.

OTHER OFFICES OF CIA:

a. Attach one slip for OO and two slips for SO when the Office is Not the producing office.

b. For those copies being sent to the producing office, lay aside one slip for each report. A group of these slips is sent to the producing office; OO/B slips will be sent with copies of the report; slips sent to OSO [redacted] will be sent without copies of the report. 25X1

OUTSIDE CIA:

a. [illegible] slips are used.

b. Count required number of copies for each outside recipient.

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c. Attach appropriate enclosures.

d. When document receipt is indicated for an RD report, completes receipt and attaches to copy of report.

e. Holds copies for each IAC Agency in a separate pack until transmission time; adds to pack as each of reports is distributed.

5. Indicates completion of distribution on batch control sheet; places sheet and classifier's copies of documents into batch envelope; fastens envelope; crosses name off routing guide; dispatches envelope.

6. Sends out copies to various parts of CIA; where necessary prepares consolidated receipts and courier receipts.

7. At transmission time prepares copies for transmission outside of CIA:

a. Stamps appropriate copies of SO reports with "distributed to your representative in field."

b. Stamps appropriate copies of OO/B reports going to State Department with warning against transmission of report.

c. Prepares consolidated receipts, packages, prepares courier receipts and transmits.

8. Disposes of extra copies of report:

a. Pulls five extra copies; matches up with master of ditto; files.

b. Destroys all other copies in accordance with security regulations.

Classifier
Bibliog. Div.
Library, OCD
Room 1132

[redacted] STAT

1. Removes document from batch envelope.

2. Separates from batch the documents not requiring indexing; indicates "nodex" on batch control sheet opposite the document nurber.

3. Separates from the batch the documents requiring abstracting; indicates "Abstract" on batch control sheet.

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4. Reads those documents which are not marked "nodex" or "abstract".

5. Indicates locator and subject [illegible]

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documents at bottom of appropriate control slip in red ink or pencil.

6. Separates slip marked "nodex" and coded slips from each document keeping slips in same sequence as shown on the batch control sheet. Two or three slips may be attached to the document. Always pull off only the top slip. If top slip is stamped "Distribution Center" that document is to be pulled out of batch and sent to Distribution Clerk directly after coding is completed. Mark batch control sheet opposite the CIA number - "Sent to ORE".

7. Indicates on batch control sheet the completion of the operation by placing a check in the "coded" column of batch control sheet opposite each document number.

8. Places control slips and batch control sheets into a small envelope which is routed to Machine Methods Branch.

9. Places documents in batch envelope; crosses name off routing guide; sends to Library Files.

Abstracter and Typist Bibliog. Div. Library, CCD (See Classifier above)

1. Receives documents.

2. Reads document.

3. Indicates locator, subjects, and area codes on the control slip (3x5)

4. Prepares abstract on abstract Transmittal Sheet.

5. Staples control slip to the abstract Transmittal Sheet.

6. Sends document to Library Files.

7. Routes the Transmittal Sheet and attached control slip to the classification clerk who daily incorporates all items requiring abstracting into a batch and lists the CIA document number on the batch control sheet which she makes up.

8. In the Typing Unit, the bibliographic statement and the abstract are typed onto a multilith mat (not printed with the distribution ladder). The Typing Unit separates the control slips from the abstract transmittal sheets and retains the transmittal in Bibliographic Div. The Typing Unit arranges the mats and control slips in like sequence and forwards them in an envelope addressed to the Control Clerk, Machine Methods Branch.

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Control Clerk MMB - OCD Room 1329 [redacted] STAT	1. Receives packet of slips--checks for completeness of codes--forwards to Key Punch Room.
Key Punch Opt'r MMB - OCD (See Control Clerk above)	1. Matches slips with appropriate batch of IBM cards. 2. Punches IBM cards with codes shown on slips. 3. Verifies IBM cards. 4. Records number of cards punched for each document on the batch control sheet.
Control Clerk MMB - OCD (See above)	1. Forwards control slips to Distribution Division Files. 2. Forwards IBM cards to tabulating. 3. Forwards batch control sheet to OCD statistical analyst, Operations Staff.
Tab Machine Opt'r MMB (See Control Clerk above)	1. Sorts IBM cards for file. 2. Files IBM cards.
Dist. Div. Files Library - OCD Room 1425 [redacted] STAT	1. Files two copies of control slip: a. Copy received from distribution point is filed by CIA number. b. Copy received from Machine Methods which contains classification codes is filed by Source. 2. Answers requests as to location or distribution of a report.
Library Files Reference Div. Library - OCD Room 1445 [redacted] STAT	1. Removes documents from batch envelope. 2. Sorts out documents having slips stapled to them. 3. Records receipt of document. 4. Forwards documents with slips to library loan desk for charge-out to designated recipient. 5. Files copies of documents without slips. 6. Sends empty batch envelope to Incoming Desk for reuse.

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ORE Allocator
Info. Cont. Div.
Room 1041
[redacted] STAT

1. Receives documents with appropriate slips attached.
2. Removes slips for ORE control file and hands to file clerk who files one slip by CIA number and one slip by source.
3. Distributes copies to ORE Branches as indicated on control slip.
4. Pulls out RD and P&P documents and hands to RD control desk for distribution to ORE Branches.
5. Pulls out "Std. Dist." items and hands to Standard Distribution desk for distribution to ORE Branches.

Stat. Analyst
Operations Staff
OCD
Room
Phone

1. Compiles statistics of operations completed from batch control sheets received each day.

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Records Management Branch

1951 Estimates (Pages per month & year)

Offset:

Forms per month related to:		Per year:
Inventory	1000	12,000
Microfilming operations	200	2,400
Records Storage disposal	100	1,200
Totals	1300	13,600

Documents to be reproduced per month:		Per year:
Disposal Tables and Instructions for other phases of Records Mgmt.	750	9,000

Microfilming of documents:

Pages per month microfilming		Per year:
Vital Records	33,000	400,000

1955 Estimates (Pages per month & year)

Offset:

Forms - same breakdown as 1951	1,300	13,600
Documents	250	3,000

Microfilming of documents:

Pages microfilmed	20,000	240,000

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